

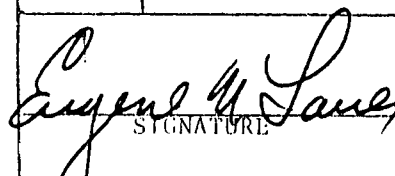

Aug. 4, 1983

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. C-538	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 2
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Dept. of Licenses & Permits	Licenses Office
DEPARTMENT/AGENCY	DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>LICENSES</u> : These files contain information pertaining to licenses that have been issued. The types of licenses, filed by license number, are as follows: Taxicab Hucksters Solicitors Holding Facility T.V. Repair Benefit Performance Dance Electrical Contractors Going Out of Business Palmist Motor Vehicle Massage Establishment Races Carnival/Circus Raffles Boiler Burglar Alarm Heating & Air Conditioning Residential Building Contractor	Cut off at end of calendar year, retain for six (6) additional years; then destroy.
2.	<u>TRANSMITTAL SHEETS</u> : Record of deposits made to the Treasury from licensing fees collected. Original copy is maintained by the Treasury Division.	Cut off at end of fiscal year; retain for five(5) additional years, then destroy.
CONTINUED-----		

 SIGNATURE	Director, Dept. of L&P TITLE OF DEPT/AGENCY REPRESENTATIVE	8/12/83 DATE
 SIGNATURE	XXXXXXXXXXXXXXXXXXXXXXXXXXXX COUNTY RECORDS MANAGER	8/17/83 DATE

Schedule Authorized by Hall of Records Commission

SIGNATURE	TITLE	DATE
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DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

FORM-RM-1A
REV. 2/75
PGC# 1354A
8/75

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
3.	<u>LOG BOOKS:</u> The old style Huckster & Carnival licenses were issued from a book. The tab of the book being a record of the license issued.	Retain books on hand for six (6) years; then destroy.
	****LAST ITEM****	